



Scoring Criterion 1: Qualifications/Expertise of Firms on Team.

Min pts 0 : Max pts 25

A. Include the following items:

- Provide a listing of all firms on your proposed team;
- List the type(s) of expertise that each firm on your team can provide;
- Length of time each firm on your team provided these type(s) of expertise;
- For each firm on your proposed team, provide the number of employees within a 25-mile radius (or thereabouts) from Downtown Seattle. If a firm is located outside this 25-mile radius limit, please explain how you would address local issues. If you do not have an office in the area, please explain how you would address the distance issue. Also, provide the number of employees that each firm on your proposed team has within the Puget Sound area;
- Provide an organization chart of your proposed team and include the respective roles that each firm will provide for the team;
- Has the prime consultant worked with proposed sub-consultant(s) on similar projects in the last three (3) years? If yes, provide name of the project, each firm's role on the project and the dates the services were performed. Limit examples to one (1) project for each sub-consultant firm;
- A list of up to three (3) projects that each firm on your project team has completed within the last three (3) years. The project(s) must demonstrate the required expertise needed for this project. Include the work/services provided (with specific emphasis on urban planning, environmental, marine engineering, and architectural) on the project(s) and approximate consultant fee of each project. Identify your specific role/responsibility in each project; and
- Up to two (2) examples of prior relevant projects in which your team worked with affected Tribes in negotiating Tribal rights and associated costs. Describe your firm's approach and outcomes from negotiations and demonstrate the required expertise needed for this project. Include key team member's roles/responsibilities.

Scoring Criterion 2: Qualifications and Availability of the Proposed Project Manager.

Min pts 0 : Max pts 40

The Project Manager is key to the overall success of this project. The number of proposed Project Managers is limited to one (1.) However, if the Project Manager will be assisted by a Business Manager, then the division of labor and an indication of how the two (2) will work together must be described.

Note: the Project Manager shall not be changed without the prior written consent of WSF. The project manager shall possess strong communication (written and verbal) skills and demonstrate past experience delivering complex public works projects within stated budget and schedule constraints and with minimal disruption to ongoing operations.

A. Include the following items:

- Three (3) project examples for the proposed Project Manager that demonstrates his/her prior project management experience with local communities and interest groups on sensitive planning, design, and construction issues on public works projects;
- These project examples should also demonstrate the Project Manager's ability to plan, manage and direct project resources drawn from multi-disciplinary teams in an efficient and effective manner;
- Describe the proposed Project Manager's approach and the intended and actual outcomes;
- Include the date(s) of each project; the name of the client/organization for each project; and list the project manager's responsibilities and tasks on each;
- A statement of the Project Management approach to this project that addresses the following questions: How will critical issues be defined? How will consensus be built? How will task managers be used as part of the project management team;
- Examples of the Project Manager's familiarity with relevant local, state, and federal regulations and/or procedures and an indication of how he or she will incorporate that knowledge for the purpose of resolving critical issues;
- The Project Manager's availability and commitment of time to this project. If the proposed project manager is a corporate principal, indicate how this person would discharge his or her corporate duties during extended periods of high-intensity effort on this project; and
- Listing of professional licenses/accreditations (licenses in Washington State only) for the proposed Project Manager along with the year that each license/accreditation was received.

Scoring Criterion 3: Key Team Members' Qualifications and Availability. (Prime Consultant and Sub-Consultants)

Min pts 0 : Max pts 25

One (1) key team member is expected for each of the following disciplines:

- Urban Planning
- Architecture;
- Tribal Negotiations;
- Environmental Assessment and Permitting;
- Civil Engineering;
- Structural Engineering;
- Mechanical Engineering; and
- Electrical Engineering.

A. Include the following items:



- List each key team member's role/responsibilities on your proposed team (no more than 10). If they are currently working on other WSF projects, explain how the needs of this project in conjunction with the others will be met. If they are not working on other WSF projects, explain how they will coordinate with existing experts;
- For each proposed key team member, provide up to two (2) examples of prior relevant projects. Include the name of project(s), dates of the project(s), and roles/responsibilities for each team member on those project(s);
- For each key team member on your proposed team, demonstrate his/her understanding of WSF, key issues and relevant public agency regulations and procedures; and
- Provide up to three (3) examples of prior relevant projects in which your team-member expert worked with, affected Tribes in negotiating Tribal rights and associated costs. Describe your team-member expert's approach and outcomes from negotiations, and demonstrate the required expertise needed for this project. Include key team member's roles/responsibilities.

B. Include the following items:

- Provide a list of staff and resources for each firm on the proposed project team (including the Project Manager); and
- Provide the total number of hours per month (average and maximum allowable) allocated to each staff for the entire project.

**Scoring Criterion 4: Team's Project Management Approach and Capabilities.
(Prime Consultant and Sub-Consultants)**

Min pts 0 : Max pts 30

A. Provide a description of your approach to managing the diverse needs to this project from initial planning through final construction. Include the following items:

- A description of your approach to managing projects using "Earned Value Systems" and how these systems mesh with your final tracking system(s) to monitor the project's scope, schedule, and budget. Include specific project examples as appropriate;
- A description of your experience with Primavera Project Planner for the Enterprise (P3e) and/or other management software along with specific examples of how you have successfully used earned value to manage previous projects;
- A description of your Quality Assurance/Quality Control processes and how they have been used successfully on previous projects;
- A description of your change management procedures and how you intend to manage scope creep and changes that arise throughout the life of this project;
- A description of how you intend to integrate the capabilities of multiple firms into a single cohesive team;
- Specific project examples of how you have successfully managed competing and sometimes conflicting needs of the client and/or stakeholders;
- A description of your experience with the GC/CM method of project delivery;



- A description of your familiarity with the WSDOT's Cost Estimating Validation Process (CEVP) and/or other cost evaluation/risk management systems;
- Your teams capability and experience with value engineering (VE) of complex projects; and
- Examples of other project management tools that you have successfully used on prior projects.

Scoring Criterion 5: Team's Project Delivery Approach. (Prime Consultant and Sub-Consultants)

Min pts 0 : Max pts 30

A. Include the following items:

- Describe how you plan to establish, monitor, and control project scope, schedule, and budget;
- Describe your approach to change management (e.g., scope creep) throughout the project lifecycle;
- Identify issues and challenges likely to be faced on this project — describe their impacts as well as your approach to mitigating those impacts;
- Describe your approach to coalescing previous studies and the need for supplemental studies to reach consensus on a preferred alternative in preparation for final design and construction; and
- Summarize the constraints that could impact the successful delivery of the proposed project within budget and by the 2008 target completion date and your approach to mitigating these constraints.

Scoring Criterion 6: Team's Approach to Environmental Assessment and Permitting for Highly Controversial and Complex Projects. (Prime Consultant and Sub-Consultants)

Min pts 0: Max pts 30

A. Include the following items:

- Identify all the difficulties/challenges that your team expects to face on this project with regard to environmental needs;
- Provide a plan to ensure successful procurement of the identified needs and management of expected issues;
- Examples of controversial or complex planning project(s), in which your firm was the "lead" in acquiring the permits. Include a description of the permits you acquired and the SEPA/NEPA processes you lead;
- Examples of large marine environmental project(s) that was either controversial or complex, in which your firm was the "lead" in acquiring the permits. Include a description of the permits you acquired and the SEPA/NEPA processes you lead;
- Examples of your approach to acquiring the necessary project permits on previous building and marine projects and your approach to permitting the proposed project;



- Examples of your success in achieving the permit(s) on past projects along with a description of what the owner contributed (or gave up) in terms of time, money, resources, political capital, or other assets in order to acquire these permits;
- Demonstration of your knowledge and experience with the “404 Merger Process” and an assessment of it’s impact to this project; and
- Examples demonstrating your experience conducting Section 4f and Section 106 evaluations.

Scoring Criterion 7: Team’s Experience in Designing Multi-Modal Transportation Facilities.

Min pts 0 : Max pts 20

A. Include the following items:

- Describe your team’s experience in designing ferry terminals to accommodate various modes of transportation including transit, cars, buses, bicycles, and pedestrians — as well as designing to accommodate the needs of persons with disabilities;
- Describe your team’s experience with Federal Lead agencies for transportation projects. Include the name of the agency(ies) and your firm’s strategy for complying with federal policies and regulations.

Scoring Criterion 8: References/Past Performance. (Prime Consultant Only)

Min pts 0 : Max pts 20

A. Include the following items:

- Provide a minimum of three (3) with a maximum of five (5) performance evaluations for any combination of WSDOT projects and non-WSDOT projects that are either currently underway or that have been completed within the past three (3) years. A copy of your performance evaluation forms must be included in packet B of your submittal; and/or
- If your firm currently has performance evaluations on file with WSDOT, and you wish to utilize them, please state in your submittal your wish to do so. Reference the selected evaluations by referring to the applicable WSDOT Y-agreement number or by listing each performance evaluation by Client.

Performance Evaluations for WSDOT projects:

If you wish to have a Performance Evaluation completed for a WSDOT project on which you participated, please contact the WSDOT project manager and request that he or she complete WSDOT’s internal Filemaker Pro Form 272-019 “Performance Evaluations – Consultant Services.” The completed form must be received no later than the submittal due date.

Performance Evaluations for Non-WSDOT projects:

If the consultant team does not have client evaluations for projects completed within the past three (3) years, then it will be necessary to obtain them. Evaluation forms are available on the main web page for this advertisement — they are obtained by clicking



the link “Performance Evaluation Completed by Reference.” Completed forms, which are to be faxed to the Consultant Services Office, are due no later than the submittal due date.